

DEPARTMENT OF DEFENSE (DoD)
AMERICAN EXPRESS TRAVEL CARD CLOSE-OUT PROCEDURES

1 MANAGEMENT CONTROLS. To ensure a standard travel card program Management closeout, the following controls will be effective **October 1, 1998 through November 29, 1998 midnight, GMT (7:00PM EST)**, unless otherwise indicated.

a. New Travel Card Applications. Only emergency applications will be submitted to AMEX after **November 1, 1998**. No new applications may be submitted to AMEX after **November 15, 1998**. Agency/Services should provide alternative travel payment vehicles, such as traveler's checks, to their new employees/members who do not have cards and who are performing official travel from November 16, 1998 through November 30, 1998. **(See number 2 below for the cash advance procedures.)**

b. ATM Cash Withdrawals.

(1) Cash Withdrawal Limits. ATM limits are set at **\$500.00** per billing cycle. APCs, on a case-by-case basis, may raise the ATM limit to \$1,000.00 per billing cycle. CPMs are encouraged to lower the cash withdrawal limit where possible, and requested to monitor requests for cash limits over \$1,000.00 during the transition timeframe. Organizations with unusual travel requirements may work through their CPM and the DFAS-HQ/PMO to tailor higher limits to meet the extenuating circumstances.

(2) Cash Advances. Cash advances will be obtained via written notification to the appropriate paying office **ten working days in advance of the scheduled travel**, and deposited in the traveler's designated banking account no earlier than five working days before the scheduled departure date. Emergency requests for cash advances may be faxed to the appropriate paying office three days in advance of the travel. **Emergency requests require Agency/Service Director approval.**

c. Government Travel Card Retail Purchases. Retail limit for the Army is set at \$100.00 per billing cycle. CPMs are encouraged to lower the retail limit where possible. Organizations with unusual retail requirements may work through their CPM and the DFAS-HQ/PMO to tailor higher limits to meet the extenuating circumstance.

d. Delinquencies. The Department of Defense does not tolerate delinquency. APCs shall assist the AMEX representatives by continually monitoring their basic control account reports and reporting all suspension/cancellation actions in a timely manner. Wherever possible, APCs will also provide cardholder locator information.

f. Hierarchy Transition. AMEX will provide GSA with a DOD hierarchy tape on September 9, 1998. The data on this tape will be current as of July 30, 1998. APCs must ensure that their individually billed accounts and centrally billed accounts hierarchies under their AMEX basic control account number contain the proper identification for their cardholders and points of contact as of the July 30 date. Identification includes: name, rank (civilian/military grade), social security number, home/work telephone numbers, and billing addresses. After July 30, 1998 changes to the hierarchy should be provided to the appropriate NationsBank POCs (Mr. Adam Angulo (202) 624-5170).

g. Account Transfers after July 30, 1998. Changes, to include agency account transfer and/or PCSs to the hierarchy, should be provided to the appropriate NationsBank POCs above as well as AMEX. No individual travel card account may be transferred within the established AMEX hierarchy after November 15, 1998.

3. INDIVIDUAL CARD RETURN. AMEX has requested each individual travel cardholder cut their card in half and destroy it no later than December 1, 1998. (Cards become inactive on November 29, 1998, midnight, GMT (7:00PM EST)).

4. CONTACT INFORMATION. Questions concerning the AMEX transition procedures should first be addressed to MACOM APC or Mr. Michael Petty DSN: 225-3225 or commercial (703) 695-3225, or Mr. Rich Adamy DSN: 227-2233 or commercial (703) 697-2233. The DFAS-PMO office is located at 1931 Jefferson Davis Hwy, Arlington, Va. 22240-5291. The PM is De Perrin. She may be reached on (703) 607-5043 commercial, or DSN 327-5043. Current Travel Card Program information and updates may also be found on the DFAS website at: "<http://www.dfas.mil>", or the NationsBank website at: <http://www.nationsbank.com/government>.